

## City of Sumter



### **VACANT POSITION**

#### Swim Camp Coach Aquatics Center

**Job Purpose:** Under limited supervision, performs responsible and varied duties to include administrative, financial, supervisory and team communication within the Aquatics Center organization. Conducts, coordinates, prepares, and provides scheduling for the Aquatics summer swim camp. Teaches swim lessons and other swim activities beyond swim camp hours. Cleans and services pool and pool decks to ensure health and safety standards are maintained. Must have excellent ability and desire to effectively work with the public. Responsible for telephone, cashier and customer assistance when applicable. Position will include some lifting, cleaning and other related duties. Must be willing to work mornings, nights and weekends.

**Minimum Qualifications:** Associate Degree with some managerial, and administrative experience preferred; or any equivalent combination of education, training and experience. Event Planning and/or Customer service experience a plus. Must be customer service orientated and possess the ability to work with children, flexible hours, and in a fast pace/multifaceted environment. Must have excellent written and verbal communication skills to include social media; along with excellent computer and typing skills to include word, excel, power point, layout and design experience. Red Cross Lifeguard and Water Safety Instructor Certification are mandatory regulations.

Deadline to Apply: **Open until filled**

**Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov) to:**

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150